

EDITED TASK LISTING

CLASS: Accounting Officer (Specialist)

NOTE: Each position within this classification may perform some or all of these tasks.

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| 1. | Perform bank reconciliations in accordance with SAM. |
| 2. | Perform State Controllers Office reconciliation in accordance with SAM. |
| 3. | Perform Fixed Assets reconciliation in accordance with SAM. |
| 4. | Perform Cash reconciliation in accordance with SAM. |
| 5. | Perform Revolving Fund reconciliation in accordance with SAM. |
| 6. | Perform Cash in State Treasury reconciliation in accordance with SAM. |
| 7. | Perform Surplus Money Investment Fund reconciliation in accordance with SAM. |
| 8. | Review and monitor the work of others. |
| 9. | Dealing with difficult/irate vendors. |
| 10. | Provide "On the Job Training". |
| 11. | Conduct formal training. |
| 12. | Act as a team leader. |
| 13. | Assisting staff in researching/resolving difficult accounting problems. |
| 14. | Prepare cash remittances in accordance with SAM. |
| 15. | Prepare invoices. |
| 16. | Prepare financial statements in accordance with SAM. |
| 17. | Prepare sales/use/fuel taxes in accordance with SAM and Board of Equalization guidelines. |
| 18. | Prepare Board of Control claims in accordance with SAM and Board of Control guidelines. |
| 19. | Prepare Discharge of Accountability in accordance with SAM and DOF guidelines. |
| 20. | Prepare Claims for Reimbursement in accordance with SAM and DOF guidelines (i.e., cash shortage). |
| 21. | Prepare Monthly Penalty Report in accordance with Accounting Information Memos (AIMS). |
| 22. | Prepare Monthly Statistical Report (Discounts Lost/Earned) in accordance with AIMS. |
| 23. | Prepare Expenditure Report (Inmate Welfare Fund). |
| 24. | Prepare Quarterly Aged Accounts Receivable Report in accordance with AIMS. |
| 25. | Post journal entries in accordance with SAM. |
| 26. | Post budget plan and appropriation in accordance with SAM and the Department's Budget Management Branch. |
| 27. | Post realignment of expenditures. |
| 28. | Perform CALSTARS table maintenance in accordance with DOF and the Department's Budget Management Branch. |
| 29. | Approve claim schedules in accordance with SAM and the State Controller's Office. |
| 30. | Review and correct error files. |
| 31. | Review purchase documents. |
| 32. | Review CALSTARS reports for posting errors. |
| 33. | Review Travel Expense claims in accordance with DPA and MOUs. |

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| 34. | Review Travel Advances in accordance with SAM, DPA and MOUs. |
| 35. | Review Accounts Receivable invoices in accordance with SAM. |
| 36. | Review Accounts payable in accordance with SAM. |
| 37. | Review reportable payments in accordance with DOF CALSTARS Manual and AIM. |
| 38. | Review Board of Control (BOC) claims in accordance with SAM and BOC. |
| 39. | Review Discharge of Accountability in accordance with SAM. |
| 40. | Review Claims for Reimbursement in accordance with SAM (i.e., cash shortage). |
| 41. | Interacting with institutional management/staff and accounting management/staff. |
| 42. | Interacting with vendors and control agencies. |
| 43. | Prepare correspondence for management. |
| 44. | Prepare/present policies and procedures. |